

## **Sponsor Responsibilities**

The following is a summary of the responsibilities of operating a Summer Food Service Program. The summary is not intended to be an exhaustive list.

### **SPONSOR ELIGIBILITY**

Only certain organizations can sponsor the Program. Sponsors must be:

- a public or private nonprofit school food authority;
- a public or private nonprofit residential summer camp;
- a unit of State, local, municipal, or county government;
- a public or private college or university currently participating in the National Youth Sports Program; or
- any other type of private nonprofit organization.

### **SPONSORS MUST**

1. Demonstrate financial and administrative capability and accept final financial and administrative responsibility.
2. Not have been declared seriously deficient in the operation of any Federal Child Nutrition Program.
3. Serve meals in areas designated as low-income or agree to serve low-income children (exception: camps).
4. Conduct a non-profit food service.
5. Provide year-round service to the area in which they intend to provide the SFSP (some exceptions may be granted)
6. Exercise management control over sites they serve.
7. Visit and document that all new sites and sites that have had problems running the program in the past have been inspected prior to program commencement.
8. Sign a written agreement with the State Agency (Exception: Schools that participate in the NSLP).

### **SITE ELIGIBILITY**

1. Provide site eligibility data with Application (camps – see page 2).
2. Submit a site application and receive approval prior to beginning meal service at that site.

### **OTHER**

1. Conduct training for all administrative and operational personnel prior to program commencement.
2. Prepare meals, contract with a school food service facility, or contract with a food service management company.

3. Serve meals that meet requirements and prepare or order meals with the objective of providing only one meal per child per meal service.
4. Conduct a regularly scheduled food service.
5. Have adequate supervisory and operational personnel for monitoring, managing, and operating each site.
6. Ensure that each meal is consumed on site. Exception: the fruit/vegetable component may be taken off site at sponsor's discretion.
7. Monitor sites as required to ensure all requirements pertaining to the meal service are met.
9. Ensure that daily records of meals served are maintained.
10. Maintain accurate records to justify expenses.
11. Claim reimbursement only for those meals served to eligible children.

**A CAMP SPONSOR MUST:**

1. Determine income eligibility of each child attending camp.
2. Claim for meals based on the eligibility of children attending camp.

**A CAMP SPONSOR MAY:**

1. Serve supplements (snacks) after the supper service in residential camps.
2. Apply for USDA donated foods for all participating children, rather than for only income eligible children who qualify for Summer Food Service Program payments (Please Note: Public and private non-profit organizations that contract with a food service management company (other than schools with a year 'round FSMC) cannot receive donated foods).

**A SCHOOL SPONSOR MAY:**

1. Use the same menu planning option(s) as used for the National School Lunch and Breakfast Program during the previous school year.